

APPLICATION FOR REGISTRATION OF ARCHITECTS UNDER THE ARCHITECTS ACT, 1972

The Registrar
Council of Architecture
New Delhi

**Enrollment No.

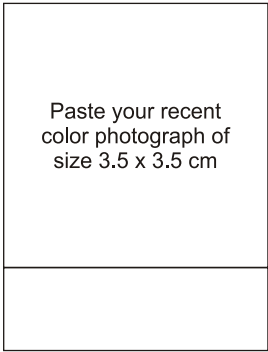
COA							
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(to be filled in by the Applicant)

Application No.

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(for Official use)



(To be filled in BLOCK letters)

Sign here →

1. Name in full (Mr./Mrs./Ms.)

First Name	
Middle Name	
Surname	

2. Father's Name

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3. Nationality

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4. Date of Birth

DD

 MM

 YYYY

5. Residential Address

City		Pin	
State			
STD Code		Tel	Fax

6. Professional Address

City		Pin	
State			
STD Code		Tel	Fax

7. Particulars of Qualification _____

(Please mention your recognised qualification along with your institution, university and year of admission & passing)

8. Date of Commencement of Profession/Service _____

9. Whether Practicing Independently/ as Partner/ or Employed _____

10. Period of Residence in India _____

11. Present Address on which Communication will be made

City		Pin	
State			
STD Code		Tel	Fax
Mobile		E-mail:	

12. Any other Particulars Aggregate marks obtained in **10+2** or equivalent examination : _____ / _____ Percentage : _____ %

I hereby undertake that if admitted as a Registered Architect, I shall be bound by the provisions of the Architects Act, 1972 and the Rules and Regulations framed thereunder or that may hereafter from time to time be made pursuant to the said Act.

I also enclose cash/demand draft of Rs.600/- in favour of "**COUNCIL OF ARCHITECTURE**", payable at New Delhi, as registration fee (**Non-refundable**) for the year 20 & 20.....

Encl.: _____ Yours faithfully,

Date: _____ (Signature of Applicant)

.....(For instructions Please read overleaf)

For Office Use

Fee: Registration Fee: Rs..... Receipt No. Date

Registration No. : CA/...../..... Date of Registration :

INSTRUCTIONS FOR FILLING UP AND SUBMISSION OF APPLICATION FORM

Here are some specific instructions that will help you in filling up and submitting the application form for registration as an architect.

1. Use **BALL POINT PEN** to fill up the form. Use English **BLOCK** letters or English Numerals while filling up the boxes in the form.
2. Affix your **recent color photograph of size 3.5 x 3.5 cm** on the form (do not staple the photograph) and put your signature in the box provided below.
3. Fill the application form complete in all respects. All documents to be enclosed must be duly attested by either a Gazetted Officer or Notary Public/Oath Commissioner and properly stapled with the application form in the order as provided in the Checklist below.
4. In column no. 1, fill up your name in the form as per the recognised architectural qualification certificate on the basis of which registration is sought. Ensure that your name is correctly spelt in the recognised architectural qualification certificate as well as marksheets being submitted by you. In case, your name is mentioned incorrectly, you must get the same corrected from the competent authority of the University/institution.
5. In case of **change of surname** consequent upon marriage, submit an attested copy of your Marriage Certificate / Gazette Notification from the respective State/Central Government or alternatively, an affidavit executed on a non-Judicial Stamp paper of Rs. 10/-, and fill up your changed name in the form as per the attached document. In cases where first name is also changed upon marriage or name is changed due to reasons other than marriage, only a duly attested copy of the Gazette Notification from respective Central/State Government shall be accepted.
6. Enclose an attested copy of your Matriculation/ Secondary Examination certificate mentioning your date of birth towards **date of birth proof**. Alternatively, you may also submit an attested copy of your Passport towards the same.
7. Submit your final **recognised architectural qualification degree** certificate on the basis of which registration is sought, **IN ORIGINAL**, for verification along with an attested copy. The original certificate shall be verified and returned to applicants coming personally to the office for submission of form. In case of applications received by post, the original certificate shall be returned along with the certificate of Registration by Registered Post. The Council shall not be responsible for loss or mutilation of any certificate(s) sent/received by post.
8. In case the final degree/diploma has not been awarded by a University, submit the **Provisional Certificate/Passing Certificate** issued by the competent authority of the University, **IN ORIGINAL**, for verification along with an attested copy. The Council shall not accept provisional certificate issued by any Institution for registration purpose. Please note that provisional certificates shall not be accepted in cases where the final degree/diploma certificate has already been awarded by a University to the applicant's batch.
9. Enclose attested copies of all your **marksheets** (including Fail/ATKT/Supplementary, if issued) for all the semesters/years of the said qualification along with Practical Training certificate issued, if any. Alternatively, you may also submit an attested copy of your consolidated marksheet for all semesters/years which mentions marks secured by you in all subjects during the course. In case marksheet(s) for any particular semester/year is/are missing or untraceable, the applicant is required to apply for the duplicate marksheets to the concerned institution/university and submit duly attested copies of the same to this office. No original marksheet(s) should be submitted with the application. Before submitting the form, ensure that details such as name, course name etc. are correctly mentioned on the marksheets.
10. Enclose an attested copy of your **marksheet of 10+2** or equivalent examination securing at least **50% marks** in aggregate with Mathematics as subject of examination at 10+2 level. In case you were allowed any relaxation in marks secured in 10+2 or equivalent examination for admission to the course under any reserved category as per Central/State Govt. policy, submit attested copies of the documentary evidence i.e. Caste/Category certificate, Admission letter, Brochure etc.
11. In column no. 7, mention your recognised architectural qualification, the awarding University and the year in which you have passed the said course.
12. In column no.8, mention the date or month & year from which you have started your profession/service. Write **"Not Applicable"** if not yet started profession/service.
13. In column no.10, mention the length of period for which you have been residing in India.
14. Mention the **year of registration** in the form after the undertaking correctly. The registration is granted initially for two calendar years. Hence, an applicant applying for registration in the year 2013 should mention the year as "2013 & 2014" in the form.
15. Each application shall be accompanied by a demand draft of Rs.600/- drawn in favour of **"Council of Architecture"**, payable at New Delhi, towards **Registration Fee** (Non-refundable). The applicants submitting application, in person, at the office of the Council may also deposit Registration Fee in cash on all working days from 10 AM to 3.30 PM (except 1 PM to 1.30 PM). To renew your registration, you shall be required to make payment of the prescribed renewal fee annually with an option for One Time Payment, as and when your renewal fee falls due.
16. Attach a **self-addressed envelope** of size 14"x10" (Inches) for sending your certificate(s) by Registered Post.
17. The application form, **complete in all respects**, can be submitted personally at the office of the Council or sent by post to "The Registrar, Council of Architecture, India Habitat Centre, Core 6-A, First Floor, Lodhi Road, New Delhi - 110 003" (Tel: 011-24648415, 011-24654172, Fax: 011-24647746, Email: coa@ndf.vsnl.net.in, Web: www.coa.gov.in)

CHECKLIST (✓)

Before submitting the form, please check whether you have:

- 1) Affixed your photo (size 3.5 x 3.5 cm) on the form.
- 2) Enclosed the following certificates:
 - i) Attested copy of date of birth certificate.
 - ii) Attested copy of 10+2 marksheet.
 - iii) Attested copy of degree or provisional certificate of the recognised qualification (Its original to be attached separately).
 - iv) Attested copies of marksheets of the recognised qualification.
- 3) Enclosed demand draft of Rs.600/- towards Registration Fee.

Please make sure that all documents as required by the Council are submitted along with your application for registration. If any application is incomplete in any respect, it shall not be processed further for registration. The processing of an application for registration takes at least one month.

Note: If there is any document required in an application received by post, the Council shall intimate the applicant to submit the same, failing which the application will be kept pending. If no reply is received even after one year from the date of submission of application, the application shall be disposed of without any intimation to applicant.

****** Please write enrollment number issued by CoA & communicated to your Institution/University (w.e.f. academic year 2008-09).